



08-C -0539

ATLANTA CITY COUNCIL

CEASAR C. MITCHELL  
COUNCILMEMBER  
POST 1 AT-LARGE

March 17, 2008

55 TRINITY AVENUE, S.W.  
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Councilmember Felicia Moore  
Committee on Council, Chair  
55 Trinity Avenue, S.W.  
Suite 2900  
Atlanta, Georgia 30303

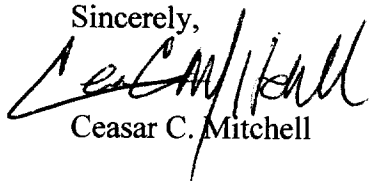
Dear Chairperson Moore,

It is with great pleasure that I appoint Ms. Jaclyn Barbarow to serve as my appointee for the Atlanta Commission on Aging.

Ms. Barbarow has worked as a manager with Senior Citizen Services of Metropolitan Atlanta and has assured my office she will serve the City of Atlanta and this commission with an unwavering level of commitment and dedication. Attached is a copy of her resume for your review.

Should you have any questions, please notify my office.

Sincerely,



Ceasar C. Mitchell

## **Jaclyn Barbarow**

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Apt 24A  
Atlanta, GA 30318

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404-310-4342  
jaclyn.barbarow@gmail.com

### **RECENT PROFESSIONAL EXPERIENCE**

#### **Senior Citizen Services of Metropolitan Atlanta**

Meals on Wheels Atlanta Manager (November 2006 to present)

- Run day-to-day operations of meals on wheels program
- Create and oversee program changes to increase efficiency and improve service
- Develop program outcomes and relevant reporting
- Expand program capacity (and client list) by 30%
- Supervise staff and volunteer drivers, volunteer coordinator, and interns
- Work with development and volunteer directors to coordinate volunteer activities
- Write and provide supporting information for grant applications
- Coordinate client care, including regular surveys, appeals, and communication
- Organize speaking engagements to involve community in senior services

#### **Unitarian Universalist Congregation of Atlanta**

Religious Education Assistant/Childcare Coordinator (May 2006 to January 2007)

- Supervise staff childcare providers
- Provide support for religious education volunteers
- Set up and manage curriculum supplies for children's weekly religious education classes
- Create, implement, and maintain policies to ensure children's safety

### **ADDITIONAL EXPERIENCE**

#### **Emory University Dobbs University Center**

Student Manager (August 2004 to August 2006)

Information Desk Associate (May 2004 to August 2004)

#### ***The Emory Wheel*, semi-weekly newspaper**

Editorials Editor (March 2005 to March 2006)

Asst. Editorials Editor (March 2004 to March 2006)

Asst. News Editor (August 2003 to March 2006)

### **EDUCATION**

#### **Georgia State University, Atlanta, Ga.**

- Master's Degree in Public Administration, expected August 2009
- Concentration in Nonprofit Management

#### **Emory University, Atlanta, Ga.**

- Bachelor's Degree in Religious Studies, August 2006
- Concentrations in Women's Studies, Journalism, Theater Studies

### **SELECTED VOLUNTEER EXPERIENCE**

- Fundraising Chair, Robert Eads Health Project, Southern Comfort Conference
- Planning Committee, Southern Comfort Conference
- Writer/Designer, *The Feminist Review*
- Speaker's Bureau, Office of LGBT Life, Emory University
- Atlanta Support Network, Feminist Women's Health Clinic
- Secretary, President's Commission on LGBT Concerns, 2005-2006

### **RELEVANT TRAINING**

- United Way Impact Grant Training
- The Raiser's Edge (various modules and network meetings)
- Meals On Wheels Association of America conference 2007